

Contract User Guide for OFF45

Contract OFF45: Art & Instructional School Supplies

UPDATED: 3/5/18

Contract #:	OFF45
MMARS MA #:	OFF45*
Initial Contract Term:	10/01/2017 to 09/30/2022
Maximum End Date:	Five (5) one year extension(s) to 2027
Current Contract Term:	10/01/2017 to 09/30/2022
Contract Manager:	Peter Etzel 617-720-3397 peter.etzel@state.ma.us
This Contract Contains:	Environmentally Preferable Products
UNSPSC Codes:	60-10-17 Teacher resource materials

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract User Guide for OFF45

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Contract Summary

This is a Statewide Contract for Art & Instructional School Supplies. This contract is a Cooperative Purchase between the State of Connecticut and the Commonwealth of Massachusetts. This contract is divided into three product parts: Part A, Fixed Price has products ranging from composition books, anti-dust chalk, Crayola washable markers, chalk, finger paints, newsprint, construction paper, drawing paper, scissors and many more items Part B, Percentage Off a Dated Catalog for other general educational supplies has products ranging from mining/raw & moist clay supplies, clay sculpting tools, language arts comprehension games, sports & foam balls for multiples sports and many more items, and Part D Percentage Off a Dated Catalog for School and Early Childhood Furniture through the third grade. Category C is details of shipping.

UPDATES:

Contract Categories

This contract includes 3 categories of products as listed below.

- | | |
|-------------|--|
| Category 1: | Part A , Fixed Price |
| Category 2: | Part B, Percentage Off a Dated Catalog |
| Category 3: | Part D Percentage Off a Dated Catalog |

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- This contract includes from many vendors: PPD, and/or volume discounts or the ability to negotiate them as shown in the **VENDOR LIST AND INFORMATION**.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for OFF45 to find related Master Blanket Purchase Order (MBPO) information.

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- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the Vendor Information page.
- OSD is participating in the Connecticut 17PSX0012 contract for Art & Instructional School Supplies and further information on this contract may be found at:

[CT contract website](#),

Below are instructions to view the solicitation and resulting contract:

- 1) Browse to: [CT contract website](#) then
Click on the link. The link takes you to the State of Connecticut's Dept. of Administration State Contracting Portal.
- 2) On the State Contracting Portal, click on "CURRENT SOLICITATIONS" or "CONTRACTS AND SOLICITATION RESULTS" under "Search for all:" in the "Doing Business with the State" section.
- 3) This will bring you to the "State Contracting Portal Search" page. Under ">Search Solicitations" or under ">Search Contracts/Results" enter the solicitation number "17PSX0012" in the Project/Solicitation # field then click on the "Search" button.
- 4) The solicitation information will then be displayed. Click on the Solicitation Number "17PSX0012" to view the solicitation documents.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our Who Can Use Statewide Contracts webpage.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases

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Pricing Options

- **Ceiling/Not-to-Exceed:** Part A Fixed Price items and Parts B (general educational Supplies) & D (School and Early Childhood Furniture through the 3rd grade) % off catalog contract discounts represent “ceiling” or “not-to-exceed” pricing, and may be further negotiated. See Appendix A: for Fixed price Part A awards and Exhibit B Terms Summary for discount percentages on other products. Additional volume discounts or options to negotiate them are shown in the VENDOR LIST AND INFORMATION.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by visiting the vendor information page, where links are provided to all the vendors MBPO's.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

801 CMR 21.00, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.


When contacting a vendor on statewide contract, always reference OFF45 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Select items from a PunchOut catalog and purchase through COMMBUYS**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a

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COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

For a description of how to complete this purchase in COMMBUYS, visit the *Job Aids for Buyers* webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the *Job Aids for Buyers* webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

Obtaining Quotes

Contract users should always reference OFF45 when contacting vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the *Job Aids for Buyers* webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Environmentally Preferable Products (EPP)

General Specifications

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Products and services purchased by state agencies must be in compliance with MA Executive Order 515, which requires Executive Departments to reduce their impact on the environment and enhance public health by procuring environmentally preferable products and services (EPPs) when EPPs perform to satisfactory standards and represent best value. EPPs are considered to be products and services that help to conserve natural resources, reduce waste, protect public health and the environment, and promote the use of clean technologies, recycled materials, and less toxic products. Questions concerning the EO or the appropriate specifications may be directed to OSD's EPP Procurement Program, www.mass.gov/epp. The Order can be seen at [Executive Order 515](#).

Art Supplies Specifications

Art and Creative Materials Institute (ACMI) certifies product in the art, craft and creative material manufacturing sector as non-toxic.

It is desirable that vendors identify ACMI certified products with recycled content, without high-hazard chemicals such as lead or asbestos, ketones or xylene, acetone, phalates, and fragrances; and low odor or water based and fragrance free markers.

Other Specifications

Post-Consumer Recycled Content (PCRC) - Products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.

It is desirable that vendors identify products they offer that meet the following specifications:

Product/Service	EPP Specification
Adhesives, caulk, sealants and tape	Certified by at least one of the following: Carpet and Rug Institute Green Label Plus; Cradle to Cradle Innovation Institute Certified; Green Seal 36: Adhesives for Commercial Use; UL GREENGUARD Gold/GREENGUARD; SCS FloorScore; SCS Recycled Content Verification
Antimicrobial hand sanitizer	Certified by UL Ecologo
Antimicrobial hand sanitizing wipes	Must contain ethyl alcohol or isopropanol active ingredients only
Art Supplies	Identify certified AP; choose products with recycled content, without high-hazard chemicals such as lead or asbestos, ketones

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Product/Service	EPP Specification
	or xylene, acetone, phalates, and fragrances; specify low odor or water based and fragrance free markers
Batteries & Chargers, including rechargeable	Must have rechargeable option
Rechargeable batteries & chargers	All batteries (including low-self-discharge/pre-charged rechargeable batteries) shall be rechargeable nickel metal hydride (NiMH) batteries and shall have a minimum power rating in milliamp hours (mAh)* as follows: AAA batteries: 700 mAh; AA batteries: 2000 mAh; C batteries: 2200 mAh; D batteries: 2200 mAh; 9-volt batteries: 175 mAh; All chargers must be certified by ENERGY STAR
Binders, paper covered paperboard	Minimum 75% PCRC
Binders, plastic covered paperboard	Minimum 20% PCRC
Binders, ringed, presentation	Minimum 30% PCRC
Binders, ringed, pressboard	Minimum 30% PCRC
Binders, solid plastic	Minimum recycled content: HDPE: 90% PCRC PE: 30-50% PCRC PET: 100% PCRC Misc Plastics: 80% PCRC
Book: accounting, address, bookkeeping, appointment including refill, dictionaries and reference, notebooks, steno, phone message, record, wirebound notebooks	Minimum 30% PCRC
Calendars/refills	Minimum 30% PCRC
Carpet, broadloom and tile	Minimum 10% total recycled content (post/pre-consumer mix) by weight
Clipboards, paper and plastic	Minimum 50% PCRC; paper, HDPE: 90% PCRC, PS: 50% PCRC, Misc Plastics: 45% PCRC.

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Product/Service	EPP Specification
Clips, clamps and dispensers for paper	Must have PCRC options
Correction fluid	Ozone-safe (no harmful solvents), water-based, certified AP non-toxic
Desk pads/ blotters	Minimum 35% PCRC
Electronic Equipment	Certified by ENERGY STAR, if applicable
File folders, expanding, wallet and box bottom	Minimum 20% PCRC
File folders, plastic	Minimum 90% PCRC
File folders, pockets, colored, manila, hanging, pressboard	Minimum 30% PCRC
File guides, manila & pressboard	Minimum 30% PCRC
Files, expanding	Minimum 30% PCRC
Furniture, environmentally preferable	<ul style="list-style-type: none">• All packaging material contain a minimum of 35% PCRC• Product with electrical components must meet all appropriate current and future Underwriters Laboratories Inc. specifications• Must meet all current and future ANSI-BIFMA specifications for category of furniture• Products must meet Greenguard Gold or SCS Indoor Advantage Gold DESIRABLE CRITERIA: Products must not contain: VOC's, antimicrobials, flame retardants, PVC, per and poly fluorinated chemicals used as stain/water/oil resistant treatments, phthalates, lead, polybrominated diphenyl ethers (PBDEs), formaldehyde.
Glass beads	100% total recycled glass
Graffiti and paint removers	Certified by Green Seal or UL Ecologo certified, OR EPA Safer Choice registered; no aerosol containers

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Product/Service	EPP Specification
Markers and accessories	Low odor, Water-based, certified AP non-toxic, conforming to ASTM D-4236; low odor for dry erase.
Paper, copy, roll stock, continuous, offset, construction, typing, writing	Minimum 30% PCRC
Paper, flip charts	Minimum 10% PCRC
Paper, rolls, index cards and labels	Minimum 20% PCRC
Paper, post-its and fax post-its	Minimum 30% PCRC
Paper, report covers, pressboard	Minimum 30% PCRC
Paper, report covers, punchless	Minimum 20% PCRC
Paper not otherwise listed	Minimum 30% PCRC
Pens	Minimum 50% PCRC
Picture frames and thumb tacks	Minimum 30% PCRC
Plastic accessories	Minimum 25% PCRC
Printed materials	Minimum 30% PCRC, except for coated papers which may be 10% PCRC content; printing facilities located in Massachusetts must also comply with the requirements of DEP's Environmental Results Program (ERP). Desirable: use Environmentally preferable chemicals for printing (formaldehyde-free photo-chemicals, vegetable-based or water-based inks, and low-VOC adhesives).
Report covers, color, plastic (HDPE)	Minimum 90% PCRC
Wipes, disposable	Minimum 40% PCRC

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Contract Exclusions and Related Statewide Contracts

- Digital Duplicating Supplies are available through ITC66 Copiers, Printers, Scanners and Related Devices and Services
- Multipurpose Copy Paper including 25% Cotton Bond Paper is available through OFF36 Office Supplies, Recycled Paper and Envelopes
- Audiovisual Equipment, Supplies & Services are available through OFF40 Audio, Video, Multimedia Presentation Equipment and Services
- School & Office Furniture(except School and Early Childhood Equipment and Furniture for use through the third grade), which is available through OFF38 Office, School and Library Furniture, Accessories & Services
- Outdoor furniture is available through FAC104: Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service.
- Any items requiring installation to a permanent/fixed structure
- Additional items reviewed during the term of the contract that overlap a statewide contract
- Contract Award OFF45 AKA 17PSX0012 Exhibit B Art & Instructional School Supplies - This contract does not include products such as; white copy paper (multipurpose, recycled, computer and specialty, toner, all school and office furniture except School and Early Childhood Equipment and Furniture for use through the third grade (office furniture such as desks, chairs, tables, bookcases, file cabinets, chair mats, lounge furniture, office suites, stages, risers & accessories) flags; commercial shelving library supplies, audio visual and equipment, projectors, cameras, tvs, flat panel mounts, computers (chrome books, iPad etc.) & accessories, peripherals, management data, licensed software; eReaders and tablet devices, data storage; audiobooks, e-books, and textbooks, media carts, lecterns, charging stations, , PA systems & accessories , interactive storage, printers, shredder & supplies, facsimile machines, cafeteria and foodservice equipment, break room items, facility maintenance items, playground equipment, any items requiring installation to a permanent/fixed structure, athletic equipment.

Shipping/Delivery/Returns

- Shipping is FOB destination except for special items listed in Exhibit B terms summary from lead state Connecticut in Appendix A:.

Additional Information/FAQs

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Frequently Purchased Items on the Contract

Products frequently purchased through this contract include: Part A, Fixed Price has products ranging from composition books, anti-dust chalk, Crayola washable markers, chalk, finger paints, newsprint, construction paper, drawing paper, scissors and many more items Part B, Percentage Off a Dated Catalog for other general educational supplies has products ranging from mining/raw & moist clay supplies, clay sculpting tools, language arts comprehension games, sports & foam balls for multiples sports and many more items, and Part D Percentage Off a Dated Catalog for School and Early Childhood Furniture through the third grade. Category C is details of shipping.

Geographical Service Area

Contractors will be able to provide the requested products throughout the Commonwealth.

Product Specifications, including Environmental Standards and Requirements

See specifications above in [Environmentally Preferable Products](#)

Warranties

Manufacturers' warranties apply.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the Vendor List and Information section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** Additional volume discounts or options to negotiate them are shown in the VENDOR LIST AND INFORMATION.

If the Needed Product Can Not be Found

If a product cannot be found in the vendor's catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings. The vendor needs prior Strategic Sourcing Lead approval to add to contract.

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If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Strategic Sourcing Team Members

- Dana Cerrito, Operational Services
- Peter Etzel, Operational Services
- Jill Belisle, State of Connecticut, DAS/Procurement Services
- Subject matter input from various School Business Officials

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Punch Out Available	MMARS Vendor Line & Code	Contact Person	Phone #	Email	Categories	Discounts PPD	MBE MWBE WBE Veteran	Other Contract Terms Contacts & Ordering Info
Blick Art Materials	PO-18-1080--SRC3-11671	No	1-VC0000831790	Tammy Peterson	(309) 343-6181 x5309	t.peterson@dickblick.com	B	No PPD	N/A	Appendix A:
Charles Becker & Bro. (Becker School Supplies)	PO-18-1080--SRC3-11676	No	11-VC0000923152	Robert Becker	(856) 792-4502	robert.becker@cjbinc.com	B & D	No PPD	N/A	Appendix A:
Early Childhood DBA Discount School Supply	PO-18-1080--SRC3-11678	No	2-VC6000262916	Lydia Wilson	800-836-9515 x5552	lwilson@discountschoolsupply.com	B	No PPD	N/A	Appendix A:
EAI div Eric Armin	PO-18-1080--SRC3-11677	No	10-VC0000923189	Barbara Tuzzeo	(800) 770-8010 x7600	btuzzeo@eaieducation.com	B	No PPD	N/A	Appendix A:
Kaplan Learning Company	PO-18-1080--SRC3-11680	No	3-VC6000253285	Kate Shelton	800-334-2014 x6126	bids@Kaplanco.com	B & D	1%/10	N/A	Appendix A:
Kurtz Bros., Inc.	PO-18-1080--SRC3-11668	No	4-VC0000633503	Jeff Pistner	814-765-6561 x2657	jpistner@kurtzbros.com	B	1%/ 10	N/A	Appendix A:
Lakeshore Learning Materials	PO-18-1080--SRC3-11681	No	5-VC6000264492	Tery Amaya	800-421-5354 x2986	tamaya@lakeshorelearning.com	B & D	1% / 20	N/A	Appendix A:
Really Good Stuff	PO-18-1080--SRC3-11682	No	9-VC6000200251	Claudia Fellini	(800) 366-1920 x246	CFellini@reallygoodstuff.com	B	No PPD	N/A	Appendix A:
S&S Worldwide	PO-18-1080--SRC3-11683	No	6-VC6000199860	Erin Hemingway	860-537-3451 x2503	ehemingway@ssww.com	B & D	2%/ 10	N/A	Appendix A:

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Vendor	Master Blanket Purchase Order #	COMMBUYS Punch Out Available	MMARS Vendor Line & Code	Contact Person	Phone #	Email	Categories	Discounts PPD	MBE MWBE WBE Veteran	Other Contract Terms Contacts & Ordering Info
School Specialty	PO-18-1080--SRC3-11663	Yes	7-VC6000242009	Jim Curtis	508 769-2675	James.Curtis@schoolspecialty.com	A, B, & D	1% /10	N/A	Appendix A:
W.B. Mason	PO-18-1080--SRC3-11684	No	8-VC6000160898	Cassandra Teveris	888-926-2766 x8644	Cassandra.Teveris@wbmason.com	A, B, & D	5%/30	N/A	Appendix A:

*Note that COMMBUYS is the official system of record for vendor contact information. Price files may be found in the individual vendor's MBPO.

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Appendix A:

Contractor Awarded OFF45 AKA 17PSX0012	Part A Fixed Price Items	Part B % off Catalog	Catalog Name & Date	Part C Note: Shipping is FOB Destination unless noted below. Freight Charges, if applicable.	Part D School & Early Childhood furniture thru grade 3	Discount Exclusions	Prompt Payment Discount (PPD)	Volume Discount
Blick Art Materials LLC	N/A	20%	2017 Materials for Art Education	Please see excel spreadsheet with MPBO in COMMBUYS detailing the specific ineligible skus from the 2017 printed catalog. Paper handling fee for 10 sheet or less 18x24 paper is a flat \$3.00 fee for specialized packaging. (protects these oversized papers during shipping additional protection is required.	N/A	Sale catalogs, web prices, coupons and promotions. Quantity pricing is not discountable (You will receive the lower of either the quantity break or your discount from the EACH price based on the quantity being purchased. Drop-ship items (any item # with the letter F) .	Net 45 Days	No Volume Discount
Charles Becker & Bro. (Becker School Supplies)	N/A	8% "Reg" price	2017 Early Childhood Edition and Classroom Essentials	N/A	8% "Reg" price	Promotional items may be excluded and are subject to review for special pricing. Offer is not valid with any oter promotions, discounts.	Net 45 Days	No Volume Discount

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Contractor Awarded OFF45 AKA 17PSX0012	Part A Fixed Price Items	Part B % off Catalog	Catalog Name & Date	Part C Note: Shipping is FOB Destination unless noted below. Freight Charges, if applicable.	Part D School & Early Childhood furniture thru grade 3	Discount Exclusions	Prompt Payment Discount (PPD)	Volume Discount
Early Childhood DBA Discount School Supply	N/A	20%	2017 Discount School Supply Catalog Vol. 4	N/A	No Award (Furniture and Equipment)	No Discount Exclusions	Net 45 Days	2% off current catalog items for stock items for larger orders over \$25,000 shipping to one location.
EAI div Eric Armin	N/A	15%	2017 EAI K-12 Math & EAI Elementary Spring	N/A	No Award (Furniture and Equipment)	Discount cannot be combined with other offers including discounts through bids, quotes, web sale price or EAI coupons. No award on the following Calculators & Peripherals, Vernier products, CBLs, CBRs, probes, batteries, Navigator Systems, Software, Storage products, Stopwatches, Timers, Furniture, Rugs, Little bits, Cutelets, Ozobots, Sphero, Makey Makey, Sam Labs, 5eBoard or Geometitles.	Net 45 Days	Orders of \$10,000 or more for manipulatives, books and educational games may be eligible for additional 3% discount. Request for quote to obtain the discount must be emailed to bidsquotes@eaieduca tion.com with the contract number.

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Contractor Awarded OFF45 AKA 17PSX0012	Part A Fixed Price Items	Part B % off Catalog	Catalog Name & Date	Part C Note: Shipping is FOB Destination unless noted below. Freight Charges, if applicable.	Part D School & Early Childhood furniture thru grade 3	Discount Exclusions	Prompt Payment Discount (PPD)	Volume Discount
Kaplan Learning Company	N/A	17%	2017 The Early Childhood Edition & Kaplan Elementary	Excludes next day 2nd day air	17%	Discount does not apply to outdoor services, lofts, computers & accessories, technology items, assessments & screening materials, curriculum and professional development & screening materials, curriculum, and professional development.	1%/10 Days Net 45	Additional volume discounts are negotiable at time of order via Dave Kulick.
Kurtz Bros., Inc.	N/A	35%	2017 Kurtz Bros. No. 123 (pages 2-655)	N/A	No Award (Furniture & Equipment P. 856-872)	No Discount Exclusions	1% / 10 Days Net 45	No Volume Discount
Lakeshore Learning Materials	N/A	8%	2017 Lakeshore/2017-2018 Lakeshore Elementary	N/A	8%	No Discount Exclusions	1% / 20 Days Net 45	No Volume Discount
Really Good Stuff		7.5% off lowest website pricing (merchandise total)	2017 Really Good Stuff	Excludes Priority Express	No Award (Furniture & Equipment includes drop shipment/open market items)	Discount cannot be combined with other promotional offers and/or coupons.	Net 45 Days	Additional discounts may be available depending on order amount. Please contact your account manager for details.

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Contractor Awarded OFF45 AKA 17PSX0012	Part A Fixed Price Items	Part B % off Catalog	Catalog Name & Date	Part C Note: Shipping is FOB Destination unless noted below. Freight Charges, if applicable.	Part D School & Early Childhood furniture thru grade 3	Discount Exclusions	Prompt Payment Discount (PPD)	Volume Discount
S&S Worldwide	N/A	22%	2017 Worldwide Buyer's Guide	N/A	22%	No Discount Exclusions	2%/ 10 Days Net 45	No Volume Discount
School Specialty	See Exhibit B Price Schedule in COMMBUYS MBPO	32% (9 prefix Items)	2017 School Specialty Essentials2017 Art Education Catalog/Sax2017 Special Needs Catalog/Abilitations 2017 Early Childhood & Childcraft 2017 Sporttime (No Sports, Climbing, Fitness Equipment)	N/A	10% (6 & 9 prefix items)	No Discount Exclusions	1% /10 Days Net 45	Additional Discount for web-based (internet) ordering 1% Additional 1% when entity reaches \$250,000 level per subdivisions.
W.B. Mason	See Exhibit B Price Schedule in COMMBUYS MBPO	46.6% , 15%, 25%	2017 School Supply Specialty Items p. 239-256 pottery & ceramics clay and accessories, Financial, Graphing & Scientific Calculators	N/A	13%	No Discount Exclusions	5%/30 Days Net 45	No Volume Discount

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VENDOR CONTACTS	VENDOR ORDERING INFORMATION
<p>Becker's School Supplies Contract Administrator</p> <p>Robert Becker Bid Contract Manager</p> <p>800.523.1490 ext. 137 856-792-4500 (Fax)</p> <p>Robert.Becker@cjbinc.com</p> <p>Kent Bongarzone Relationship Manager and Sales Representative</p> <p>617-272-0803</p> <p>Kent.Bongarzone@cjbinc.com</p>	<p>Becker's School Supplies Order Placement:</p> <p>Phone: 800.523.1490 ext. 2 Fax: 856.792.4500 Email: orders@cjbinc.com Online: ShopBecker.com</p> <p>Customer Service Department (order status, shipment status, damages, shortages)</p> <p>Linda Carrera, Internal Customer Service</p> <p>800-523-1490, ext. 124 (Phone) 215-464-8991 (Fax)</p> <p>Linda.Carrera@cjbinc.com (email)</p>
<p>Blick Art Materials Contract Administrator</p> <p>For questions about the contract, pricing, ordering and customer account #s: Tamby Peterson, Sr. Contract Bid Specialist</p> <p>Phone: 800-704-7744 x 5309 Email: regionEquotes@dickblick.com</p> <p>Blick bid number – QD20CTMA Please reference this number on all purchase orders and online orders.</p>	<p>Blick Art Materials Order Placement:</p> <p>Blick's Customer Care Center is available 24/7 Phone: 800- 447-8192 Email: orders@dickblick.com Fax: 800-621-8293 Online: www.dickblick.com By Mail: PO Box 1267, Galesburg, IL 61402 Customer Care Representatives are trained to receive orders and handle most order questions including ship dates, backorder information, order corrections and other similar questions.</p> <p>Customer Service (order status, shipment status, damages, shortages, billing/Invoices): Phone: 800- 723-2787 Email: custservice@dickblick.com</p>

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<p>EAI Div. of Eric Armin, Inc. Contract Administrator</p> <p>Barbara Tuzzeo National Sales Manager 800-770-8010 ext. 7600</p> <p>Sales Coordinators: Lisa McMorrow 800-770-8010 ext. 7670</p> <p>Kathy Franks 800-770-8010 ext. 7650</p> <p>Sarah Van Syckel 800-770-8010 ext. 7210</p> <p>Barbara Ryniak Customer Service Manager 800-770-8010 ext. 7440</p> <p>Mary Payne Accounting: 800-770-8010 ext. 7225</p>	<p>EAI Div. of Eric Armin, Inc. Order Placement:</p> <p>All Purchase Orders <u>MUST</u> mention Contract #: 17PSX0012</p> <p>Phone: 800-770-8010 201-891-9466 Fax: 201-891-5689</p> <p>E-Mail: bidsquotes@eaieducation.com Online: www.eaieducation.com</p> <p>Customer Service (order status, shipment status, damages, shortages, billing/Invoices):</p> <p>Phone : 800-770-8010</p> <p>Special time sensitive shipments, inc holidays, summer shipments etc. Phone: 800-770-8010 ext. 7600</p> <p>Purchase Order Payment/Invoice Address Eric Armin, Inc. PO Box 416366 Boston, MA 02241-6366</p>
<p>Early Childhood LLC, dba Discount School Supply Contract Administrator</p> <p>Lydia Wilson Senior Contract Manager 1-800-836-9515, X 5552 lwilson@discountschoolsupply.com or Christine Rushlow Outside Account Manager Direct: 508-740-1617 crushlow@discountschoolsupply.com</p> <p><u>Our Customer Support Team</u> Marshall Coleman Senior Customer Support Manager Direct: 831-333-2559 csmanagers@discountschoolsupply.com</p>	<p>Early Childhood LLC, dba Discount School Supply Order Placement:</p> <p>When placing orders Please use source code RFPCTMA7 to receive contract terms</p> <p>Phone: 800-627-2829 Fax: 800-879-3753 Custserv@discountschoolsupply.com Email: www.discountschoolsupply.com</p> <p>Customer Service (order status, shipment status, damages, shortages, billing/Invoices):</p>

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<p>Kaplan Early Learning Contract Administrator</p> <p>Dave Kulick, Area Territory Manager 860-460-2350</p> <p>Kate Shelton, Bids/Contracts Manager 800-334-2014X6126</p> <p>Trudy Higgins, Total Customer Care Representative 800-334-2014 Ext. 6250</p> <p>Paula King, Total Customer Care Manager 800-334-2014 Ext. 6279</p>	<p>Kaplan Early Learning Order Placement:</p> <p>Kaplan will accept orders via telephone, facsimile, mail or email. Kaplan's catalogs are available online and order can be made using our website: www.kaplanco.com</p> <p>To ensure complete adherence to contract terms and conditions as well as privacy for individual users, we suggest that eligible customers who wish to order online be set-up as My Kaplan customers. This may be easily performed by clicking "My Kaplan" on Kaplan's website or by contacting Total Customer Care at 800-334-2014. Customized user name and password can be requested.</p>
<p>Kurtz Bros Contractor Administrator</p> <p>Robert Kelley Technical Support Online Registration 800-252-3811 ext. 2299 rkelly@kurtzs.com</p> <p>Debbie Pleskonko Online Registration Customer Assistance</p> <p>800-252-3811 ext. 2228</p> <p>dpleskonko@kurtzs.com</p> <p>Jeff Pistner Online Registration 800-252-3811</p> <p>jpistner@kurtzbros.com</p>	<p>Kurtz Bros Order Placement:</p> <p>Internet Ordering, the URL will take you directly to the CT/MA ordering webpage. On-Line Secure Electronic Ordering at www.kurtzbros.com: Once you are set up with a user name and password, you can place your orders on-line and receive the 35% discount for the items in this section. Bid pricing &/or catalog discount pricing will automatically be loaded into your account. You can view bid items by entering the 5-digit merchandise code into the Search bar at our site located at www.kurtzbros.com or click on Promotional Pricing in the left toolbar. Then enter 35 in the Promotional Code field, and click Fetch Promotional Pricing. The CT/MA contract page will then display.</p> <p>Customer Assistance: 800-252-3811 custserv@kurtzbros.com</p> <p>Billing/Invoicing - Accepts credit card as payment, no additional fees. Credit Card will not be charged until the order has shipped. Invoices are mailed out in duplicate daily as they are processed. Also, offer the option of emailing or faxing them if requested. Invoices are assigned a 5-digit number followed by a 2 digit extension (ex 55456.00). If there are backorders, they will be invoiced with the same invoice number but with a .01 extension until all items on the order are billed.</p>

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<p align="center">Lakeshore Equipment Company</p> <p>Contract Administrator Tery Amaya, Lead Bid Analyst Connecticut & Massachusetts (800) 421-5354 ext.2695 biddept@lakeshorelearning.com</p> <p>Account Management Jon Spiegelhoff, Regional Vice President Connecticut, Western MA (800) 421-5354 ext. 7483 (585) 230-6368 jspiegelhoff@lakeshorelearning.com</p> <p>Stephen Teebagy, Regional Manager Eastern MA (800) 421-5354 ext.7817 (781) 572-2310 steebagy@lakeshorelearning.com</p>	<p align="center">Lakeshore Equipment Company Order Placement:</p> <p>Phone: 800-428-4414 Fax: 310-738-537-7990 Online: www.lakeshorelearning.com/ctstate</p> <p>No usernames or passwords required. Auto login</p> <p>Customer Service (order status, shipment status, damages, shortages, billing/Invoices): Phone: 800-428-4414</p>
<p align="center">Really Good Stuff Contract Administrator</p> <p>Alisha Garnett – CT Account Manager Phone: 877-621-0583 Email: agarnett@reallygoodstuff.com Fax: 203-268-8120</p> <p>Terri Cowan – MA Account Manager Phone: 888-578-6755 Email: Tcowan@reallygoodstuff.com Fax: 203-268-8120</p>	<p align="center">Really Good Stuff Order Placement:</p> <p>Customer Service Phone: 800-366-1920 Quotes: sales@reallygoodstuff.com Purchase Orders: purchaseorders@reallygoodstuff.com Accounts Receivable: accountsreceivable@reallygoodstuff.com</p> <p>Customer Service (order status, shipment status, damages, shortages, billing/Invoices): Order Issues – writeus@reallygoodstuff.com</p>

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<p style="text-align: center;">S & S WORLDWIDE Contract Administrator</p> <p>Erin Hemingway, Bid Analyst</p> <p>Phone: 800-642-7354 ext. 2503 Fax: 800-566-6678</p> <p>ehemingway@ssww.com</p>	<p style="text-align: center;">S & S WORLDWIDE Order Placement:</p> <p>Phone: 800-288-9941 Fax: 860-566-6678 Online: www.ssww.com</p> <p>User name and password for access to contract pricing: User Name: (email address) Password: (buyer will set up on 1st use) Payment: on checkout enter PO # or pay by credit card Confirmation: you will receive a web order number when order is complete; 2nd confirmation when order is processed; 3rd email with tracking information when the order ships Help with online ordering: Erin Hemingway 800-642-7358x2503 ehemingway@ssww.com</p> <p>Customer Service (order status, shipment status, damages, shortages, billing/Invoices):</p> <p>Phone: 800-937-3451 Email: cservice@ssww.com</p>
<p style="text-align: center;">School Specialty Contract Administrator</p> <p>James Curtis, Regional Sales Manger 508-769-2675 James.Curtis@schoolspecialty.com</p> <p>Art Damseaux Territory Sales Manager 860-480-7677 Art.Damseaux@schoolspecialty.com</p> <p>Neil Salamack Territory Sales Manager 203-836-6580 Neil.Salamack@schoolspecialty.com</p>	<p style="text-align: center;">School Specialty Order Placement</p> <p>Orders may be placed via phone, fax, mail and Massachusetts www.COMMBUYS.com <u>PO-18-1080--SRC3-11663</u></p> <p><u>Order Processing Reference bid # 7783461414 non COMMBUYS</u> 888-388-3224 Phone, 888-388-6344 Fax Email: orders@schoolspecialty.com Mail: School Specialty Attn: Order Dept. PO Box 1579 Appleton, WI 54912-1579</p> <p><u>Customer Care (order/shipment status, damages, shortages)</u> 888-388-3224 Phone 888-388-6344 Fax Email: customercare@schoolspecialty.com</p> <p><u>Order Placement on line</u> www.schoolspecialty.com</p>

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OPERATIONAL SERVICES DIVISION

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<p data-bbox="289 436 565 491">W.B. Mason Co., Inc Contract Administrator</p> <p data-bbox="107 558 669 674">Cassandra Teveris- CT Account Manager & Primary Administrative Lead/Key Contact Business Phone: (800) 242-5892, x8644 Cell Phone: (860) 841-6598</p> <p data-bbox="107 709 568 737">E-Mail: Cassandra.teveris@wbmason.com</p>	<p data-bbox="1036 436 1273 491">W.B. Mason Co., Inc Order Placement:</p> <p data-bbox="773 527 1256 644">Phone: 888-926-2766 X1447 Fax: 800-262-1622 Email: CTschools@wbmason.com Online: www.wbmason.com</p> <p data-bbox="773 680 1523 737">Customer Service Department (order status, shipment status, damages, shortages)</p> <p data-bbox="773 772 1425 890"><u>Rick Aguado- State of CT dedicated inside Customer Service Representative</u> <u>Business Phone:</u> (800) 242-5892, x1641 <u>E-Mail:</u> rick.aguado@wbmason.com</p> <p data-bbox="773 926 1464 1043"><u>Marie Salvatore- State of MA dedicated inside Customer Service Representative</u> <u>Business Phone:</u> (800) 242-5892, x5251 <u>E-Mail:</u> marie.salvatore@wbmason.com</p> <p data-bbox="773 1079 1360 1131">To Price check: Login: PSX0012 Password PSX0012 For ordering: Use individual account</p>

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